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MEMORANDUM FOR: CHIEF OF LOGISTICS

SUBJECT : [REDACTED] and EE Division Comments on TDY
Trip Report of Mr. James Garrison and [REDACTED]
[REDACTED]

1. Before [REDACTED] departure for [REDACTED] and in order that he may be currently briefed as to your own thinking at the moment, you may wish to consider the following points raised by the [REDACTED] Mission in reference to your trip report to the Director:

"1. Observations set forth in Paragraph 4 of subject report regarding the organization and operation of [REDACTED] Mission logistics functions are basically correct. It is quite apparent that Garrison and [REDACTED] made a very intensive study of organization, personnel and procedures here at the Mission Headquarters and at the field bases they visited.

2. Garrison makes two important points in Paragraph 5, "General Comment", namely; the separation of administration and logistics functions and the consolidation of all supply activities under a single Mission Chief of Logistics. The first point is a matter of organizational preference. It is felt that we are accomplishing the same objective by considering the Chief of Procurement the Deputy for logistics. With reference to the second point, it is felt that TSS and medical logistics functions should be completely transferred to the Chief, Procurement Branch. It does not seem feasible to transfer communications supply to the Procurement Branch, until such time as it becomes an Agency policy to do so. Two other points made under "General Comment" are that the Jurisdiction of the Chief, Procurement Branch,

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should be broadened and that there is a lack of supply discipline within the entire Mission. Much progress has been made during the past year to broaden responsibilities of the Chief, Procurement Branch, and to enforce supply discipline within the Mission. However, we have been seriously handicapped by a lack of qualified logistics personnel throughout the entire Mission and by the non-existence of Agency logistics policy and procedures.

3. In Paragraph 6 "Recommendations" Garrison again emphasizes the divorcing of logistics responsibilities from the Chief, A&L and the broadening of authority delegated to the Chief, Procurement Branch. He also recommends the establishment of an adequate T/O for the Logistics Division (Procurement Branch) [REDACTED] and T/O's for logistics functions at field stations and operating units. Our present T/O for the Procurement Branch calls for twenty-nine persons. This is the absolute minimum for handling Headquarters logistics functions in support of the Mission. This T/O does not provide for handling TAD medical, or communications supplies and equipment; nor does it provide for rendering support to other Missions. It is based on the assumption that there would be no training or para-military activities within the Mission and that there would be no logistics planning done here by the Procurement Branch. The proposed table of organization which Garrison submitted as Attachment A is based on the premise that all logistics functions would be centralized and that logistics planning by the Procurement Branch would be done concurrently with operational planning here.

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4. It is felt that the senior logistics officer in the Mission should be delegated more authority for the direction, supervision and control of all logistics functions within the [REDACTED]. This, of course, would in effect immediately centralize all categories of supply except communications, which may or may not be brought into the centralized function at a later date. However, little or nothing can be done until key logistics positions in the Mission are filled by qualified personnel, and Agency logistics policies and procedures are sent to the field. Garrison has definitely committed himself in Paragraph 6a(4) to furnish qualified personnel and to furnish a team to assist the Mission in the implementation of the forthcoming Agency logistics policy and procedures."

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2. The Supply/

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2. The Supply Section of the EE Division submits the following comments in regard to your same report:

"a. Para 4b(3) In instances where satellite stations have submitted requisitions direct to Headquarters, they have been returned to the field and field directed to submit request through proper channels, except COMMO, Medics and TSS which have had direct channels.

b. Para 5a(7) Original requisitions received from the field are not "added to or subtracted from" by EE/SUP. Any changes made, including substitutions, are made by the Office of Logistics. It is true that new requisitions are prepared by EE/SUP, and that new numbers are assigned to them, necessitated in some cases by requisitions originating in Headquarters and thus preserving the numbering sequence, but in every case the field is notified by dispatch of the status of their requisitions just as soon as we are notified by the Office of Logistics as to the action taken on each request. In every case, this notification to the field is cross-referenced to their original request. In turn, green copies of Agency Shipping Documents are sent to the field also bearing a cross-reference to the original requisition as further identification. If these documents are not reaching the proper individuals, it apparently is a problem of internal distribution in the field. Do not concur in having all logistics matters and requisitions flowing direct from Mission to the Office of Logistics as this procedure would completely by-pass the Area Division and would pose certain security problems.

c. Para 6a(9) Same objection as pointed out in last sentence above.

d. It is felt that the majority of the problems relative to supply and accounting procedures will be resolved with the publication and installation of the new Supply Regulations in the [REDACTED] series and the Office of Logistics team arriving in the field to assist in their implementation."

3. If [REDACTED] has any questions on the above points, I hope he will discuss them with me before his departure.

EE/ADMIN